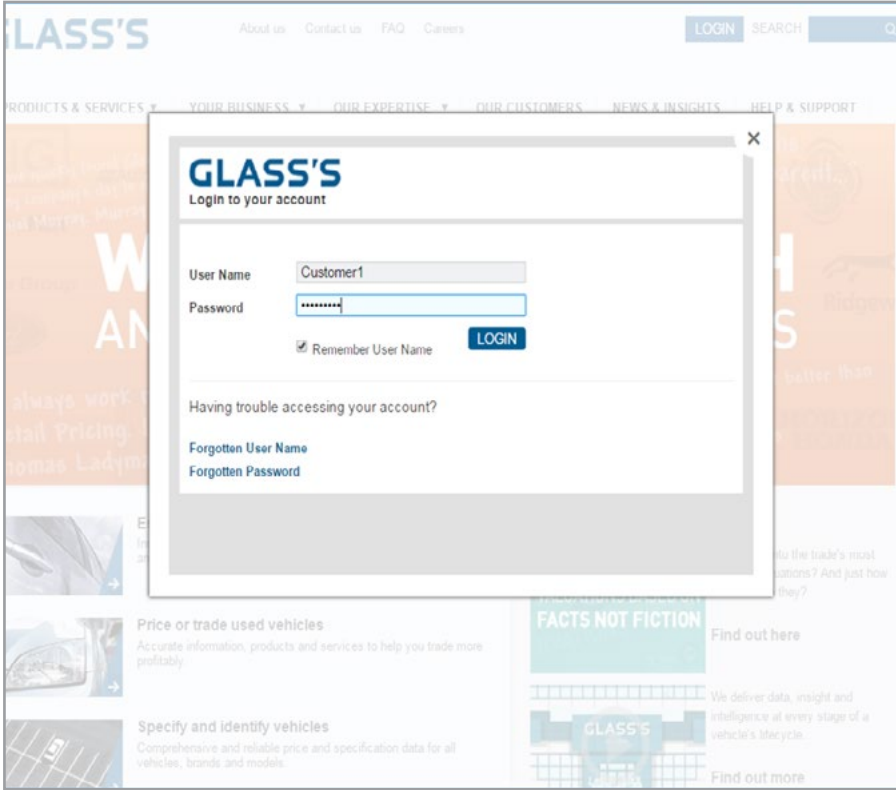
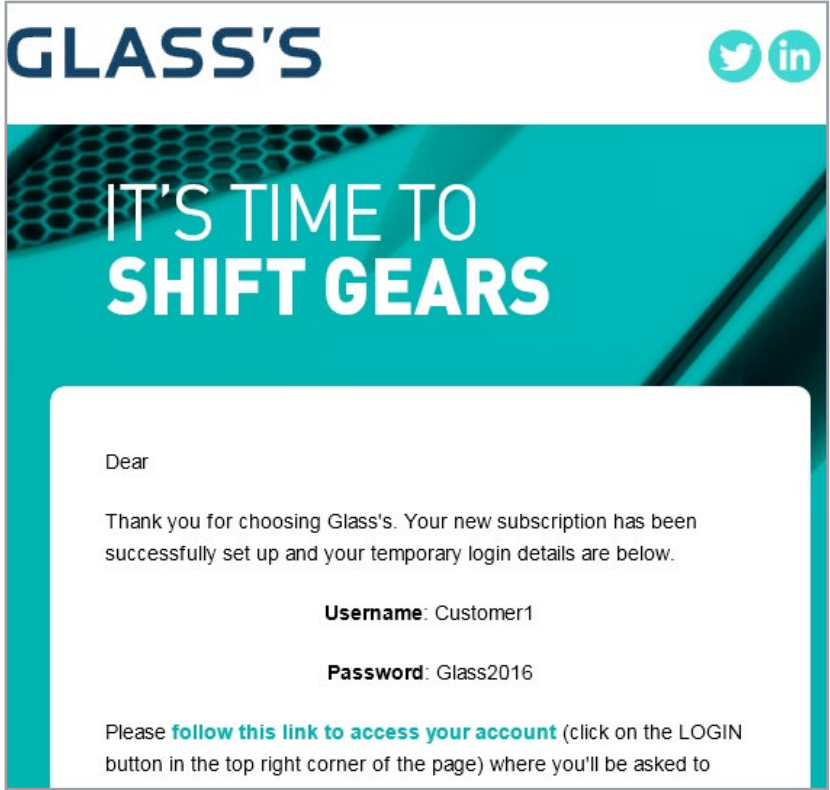


HOW TO COMPLETE A
SIMPLE ESTIMATE USING
Repair Estimate

CLICK TO NAVIGATE SECTIONS 

LOGIN AND ACTIVATE

Login and activate your account via www.glassbusiness.co.uk using the login credentials in your welcome email

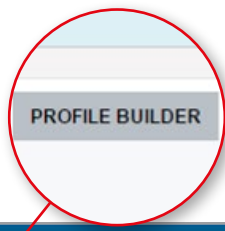
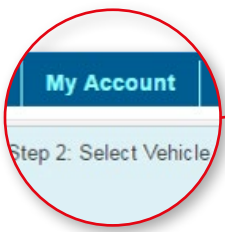


CLICK TO NAVIGATE SECTIONS 

1

SET UP AND BUILD A PROFILE

Visit **My Account** and create a profile using the **Profile Builder**



Market Value Assessor | My Account | Reports

Enter VRM

Enter Mileage

Use Ave Mileage

Valuation Month

[Search Tree](#)

Step 2: Select Vehicle

Step 3: View Valuation

ACCOUNT PROFILE | PREFERENCES & SETTINGS | PDF REPORTS | PROFILE BUILDER

Repair Estimate Profile

Name*

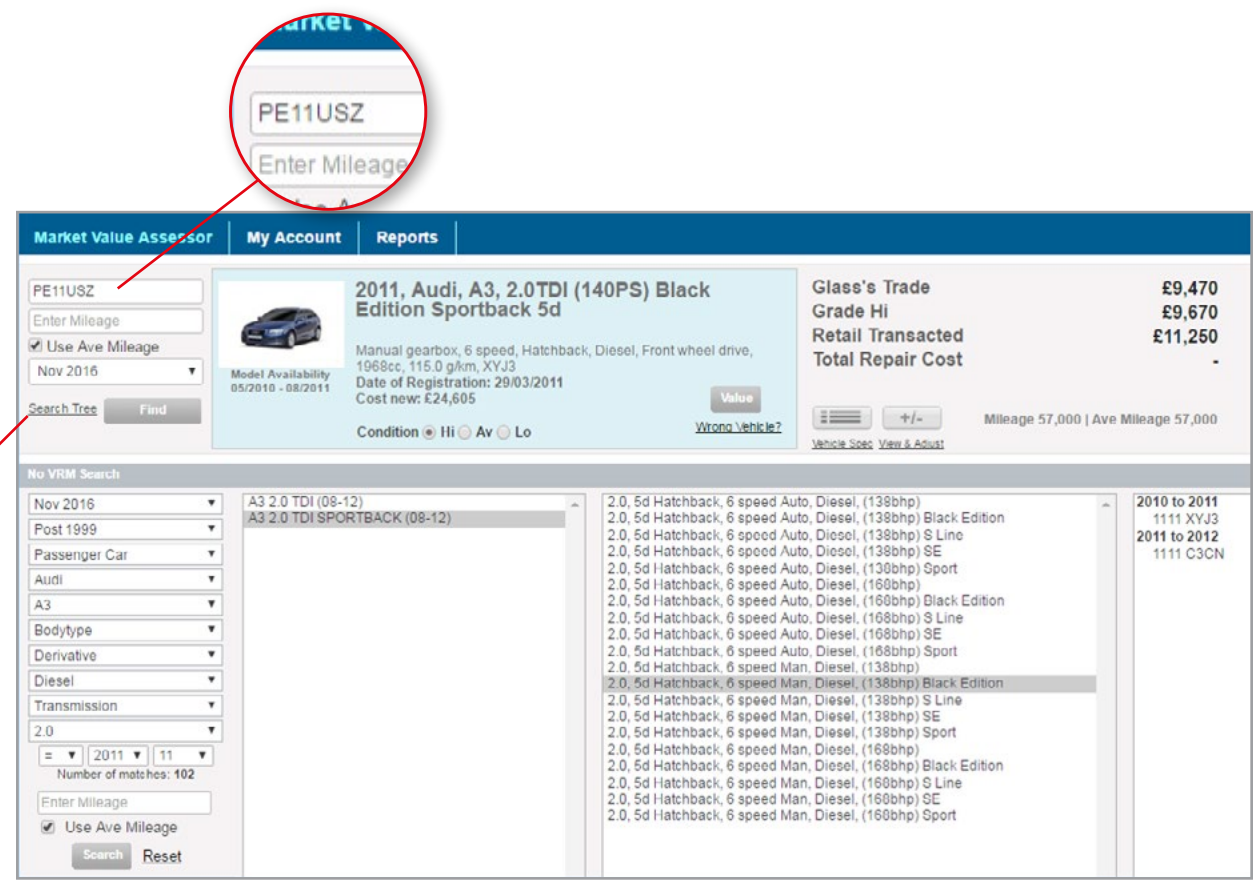
Labour Rates		Discount / Markup		VAT	
Body	<input type="text" value="50.00"/>	Part discount / markup	<input type="text" value="0.00"/> %	VAT Parts	<input type="text" value="20.00"/> %
Paint	<input type="text" value="50.00"/>	Paint materials discount / markup	<input type="text" value="0.00"/> %	VAT Labour	<input type="text" value="20.00"/> %
Mechanical	<input type="text" value="50.00"/>	Labour discount / markup - Parts	<input type="text" value="0.00"/> %		
Electronics	<input type="text" value="50.00"/>	Labour discount / markup - Paint	<input type="text" value="0.00"/> %		
Upholstery	<input type="text" value="50.00"/>	Sundry parts / materials	<input type="text" value="0.00"/> %		
Auxiliary Works	<input type="text" value="50.00"/>	Overall discount	<input type="text" value="10.00"/> %		
Dent repair	<input type="text" value="50.00"/>				
Mechatronics	<input type="text" value="50.00"/>				

Labour Time Units	Paint Settings
Decimal Hours (0.1 = 6 minutes) <input checked="" type="radio"/>	Paint System <input type="text" value="AZT EurotaxGlass's"/>
10-Based (1 = 6 minutes) <input type="radio"/>	
12-Based (1 = 5 minutes) <input type="radio"/>	

CLICK TO NAVIGATE SECTIONS 

LOOKUP AND LOCATE THE VEHICLE

Use the **VRM** lookup to locate the vehicle, if you do not know the VRM then you can use the **Search Tree**.



Market Value Assessor My Account Reports

PE11USZ
Enter Mileage
 Use Ave Mileage
Nov 2016

[Search Tree](#) Find

Model Availability 05/2010 - 08/2011

2011, Audi, A3, 2.0TDI (140PS) Black Edition Sportback 5d

Manual gearbox, 6 speed, Hatchback, Diesel, Front wheel drive, 1968cc, 115.0 g/km, XYJ3
Date of Registration: 29/03/2011
Cost new: £24,605

Condition HI Av Lo [Value](#) [Wrong Vehicle?](#)

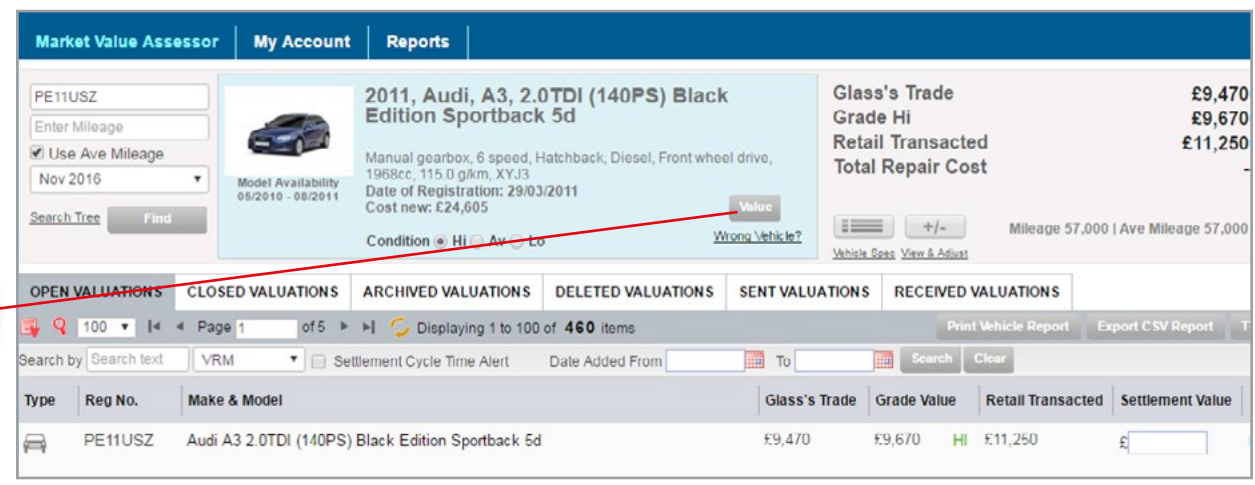
Glass's Trade £9,470
Grade Hi £9,670
Retail Transacted £11,250
Total Repair Cost -

Mileage 57,000 | Ave Mileage 57,000

No VRM Search

Nov 2016 A3 2.0 TDI (08-12) 2.0, 5d Hatchback, 6 speed Auto, Diesel, (138bhp) 2010 to 2011
Post 1999 A3 2.0 TDI SPORTBACK (08-12) 2.0, 5d Hatchback, 6 speed Auto, Diesel, (138bhp) Black Edition 1111 XYJ3
Passenger Car 2.0, 5d Hatchback, 6 speed Auto, Diesel, (138bhp) S Line 2011 to 2012
Audi 2.0, 5d Hatchback, 6 speed Auto, Diesel, (138bhp) SE 1111 C3CN
A3 2.0, 5d Hatchback, 6 speed Auto, Diesel, (138bhp) Sport
Bodytype 2.0, 5d Hatchback, 6 speed Auto, Diesel, (168bhp)
Derivative 2.0, 5d Hatchback, 6 speed Auto, Diesel, (168bhp) Black Edition
Diesel 2.0, 5d Hatchback, 6 speed Auto, Diesel, (168bhp) S Line
Transmission 2.0, 5d Hatchback, 6 speed Auto, Diesel, (168bhp) SE
2.0 2.0, 5d Hatchback, 6 speed Auto, Diesel, (168bhp) Sport
= 2011 11 2.0, 5d Hatchback, 6 speed Man, Diesel, (138bhp)
Number of matches: 102 2.0, 5d Hatchback, 6 speed Man, Diesel, (138bhp) Black Edition
Enter Mileage 2.0, 5d Hatchback, 6 speed Man, Diesel, (138bhp) S Line
 Use Ave Mileage 2.0, 5d Hatchback, 6 speed Man, Diesel, (138bhp) SE
[Search](#) [Reset](#) 2.0, 5d Hatchback, 6 speed Man, Diesel, (138bhp) Sport
2.0, 5d Hatchback, 6 speed Man, Diesel, (168bhp)
2.0, 5d Hatchback, 6 speed Man, Diesel, (168bhp) Black Edition
2.0, 5d Hatchback, 6 speed Man, Diesel, (168bhp) S Line
2.0, 5d Hatchback, 6 speed Man, Diesel, (168bhp) SE
2.0, 5d Hatchback, 6 speed Man, Diesel, (168bhp) Sport

Value the vehicle and it will automatically be saved to your list view



Market Value Assessor My Account Reports

PE11USZ
Enter Mileage
 Use Ave Mileage
Nov 2016

[Search Tree](#) Find

Model Availability 05/2010 - 08/2011

2011, Audi, A3, 2.0TDI (140PS) Black Edition Sportback 5d

Manual gearbox, 6 speed, Hatchback, Diesel, Front wheel drive, 1968cc, 115.0 g/km, XYJ3
Date of Registration: 29/03/2011
Cost new: £24,605

Condition HI Av Lo [Value](#) [Wrong Vehicle?](#)


Glass's Trade £9,470
Grade Hi £9,670
Retail Transacted £11,250
Total Repair Cost -

Mileage 57,000 | Ave Mileage 57,000

OPEN VALUATIONS CLOSED VALUATIONS ARCHIVED VALUATIONS DELETED VALUATIONS SENT VALUATIONS RECEIVED VALUATIONS

100 Page 1 of 5 Displaying 1 to 100 of 460 items [Print Vehicle Report](#) [Export CSV Report](#)

Search by Search text VRM Settlement Cycle Time Alert Date Added From To [Search](#) [Clear](#)

Type	Reg No.	Make & Model	Glass's Trade	Grade Value	Retail Transacted	Settlement Value
	PE11USZ	Audi A3 2.0TDI (140PS) Black Edition Sportback 5d	£9,470	£9,670 HI	£11,250	£

CLICK TO NAVIGATE SECTIONS 

SELECT AND OPEN THE VEHICLE CASE

Select the vehicle in your list view and open it by clicking **Full Vehicle Details** or for even quicker access you can click the **Value & Adjust** button

Market Value Assessor | My Account | Reports

PE11USZ
Enter Mileage
 Use Ave Mileage
Nov 2016
Search Tree Find

2011, Audi, A3, 2.0TDI (140PS) Black Edition Sportback 5d
Manual gearbox, 6 speed, Hatchback, Diesel, Front wheel drive, 1968cc, 115.0 g/km, XYJ3
Date of Registration: 29/03/2011
Cost new: £24,605
Condition Hi Av Lo
Value
[Wrong Vehicle?](#)

Glass's Trade **£9,470**
Grade Hi **£9,670**
Retail Transacted **£11,250**
Total Repair Cost -
Mileage 57,000 | Ave Mileage 57,000
Vehicle Spec **+/-** View & Adjust

OPEN VALUATIONS PE11USZ CLOSED VALUATIONS ARCHIVED VALUATIONS DELETED VALUATIONS SENT VALUATIONS RECEIVED VALUATIONS

100 Page 1 of 5 Displaying 1 to 100 of 461 items
Print Vehicle Report Export CSV Report Transfer View Asking

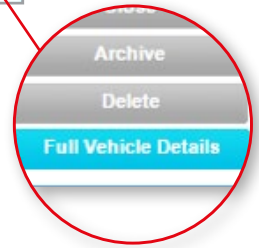
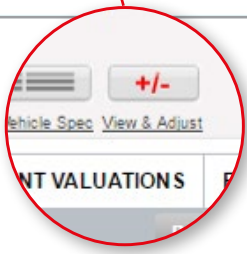
Search by Search text VRM Settlement Cycle Time Alert Date Added From To Search Clear

Type	Reg No.	Make & Model	Glass's Trade	Grade Value	Retail Transacted	Settlement Value
	PE11USZ	Audi A3 2.0TDI (140PS) Black Edition Sportback 5d	£9,470	£9,670 HI	£11,250	£

2011, 11, Audi, A3, 2.0TDI (140PS) Black Edition Sportback 5d
Manual gearbox, 6 speed, Hatchback, Diesel, Front wheel drive, 1968cc.
Glass Code: XYJ3, Introduced: May 2010

Mileage 57,000
Current User JlightMVA Light
Original User JlightMVA Light
Current Account Jenni Light Repairer
Original Account Jenni Light Repairer

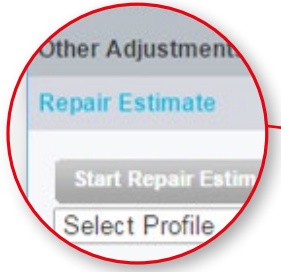
Close
Archive
Delete
Full Vehicle Details



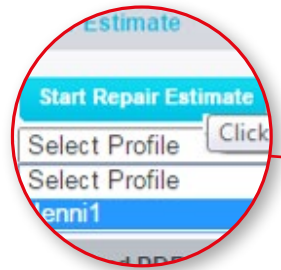
CLICK TO NAVIGATE SECTIONS 

ACCESSING REPAIR ESTIMATE

You will now see an expandable section called **Repair Estimate**, click on this section to open it



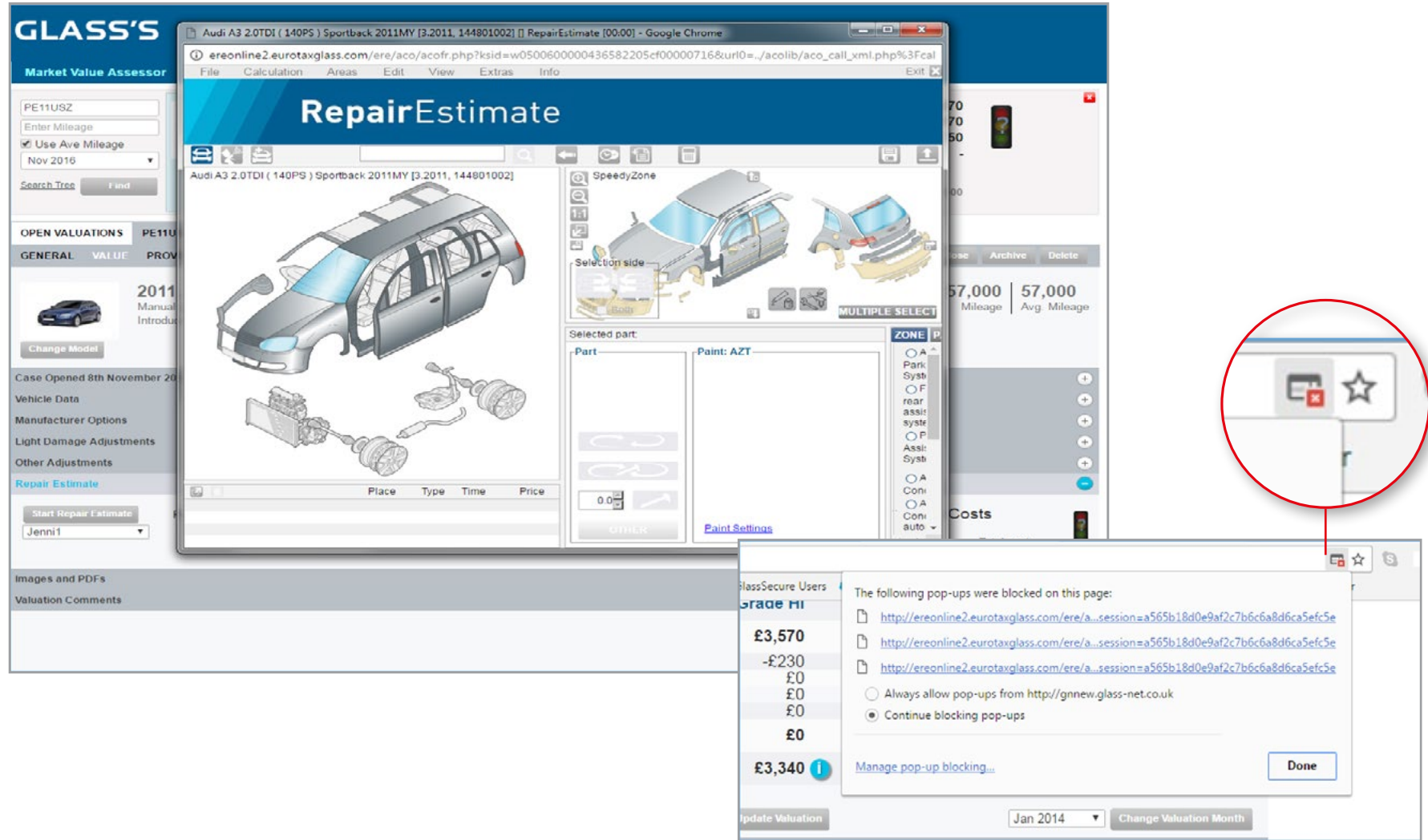
Select your Profile from the **Select Profile** drop down and you are ready to go, Click the **Start Repair Estimate** button



CLICK TO NAVIGATE SECTIONS 

LAUNCHING REPAIR ESTIMATE

Repair Estimate will launch in a separate window, you may need to allow pop-ups from your internet browser

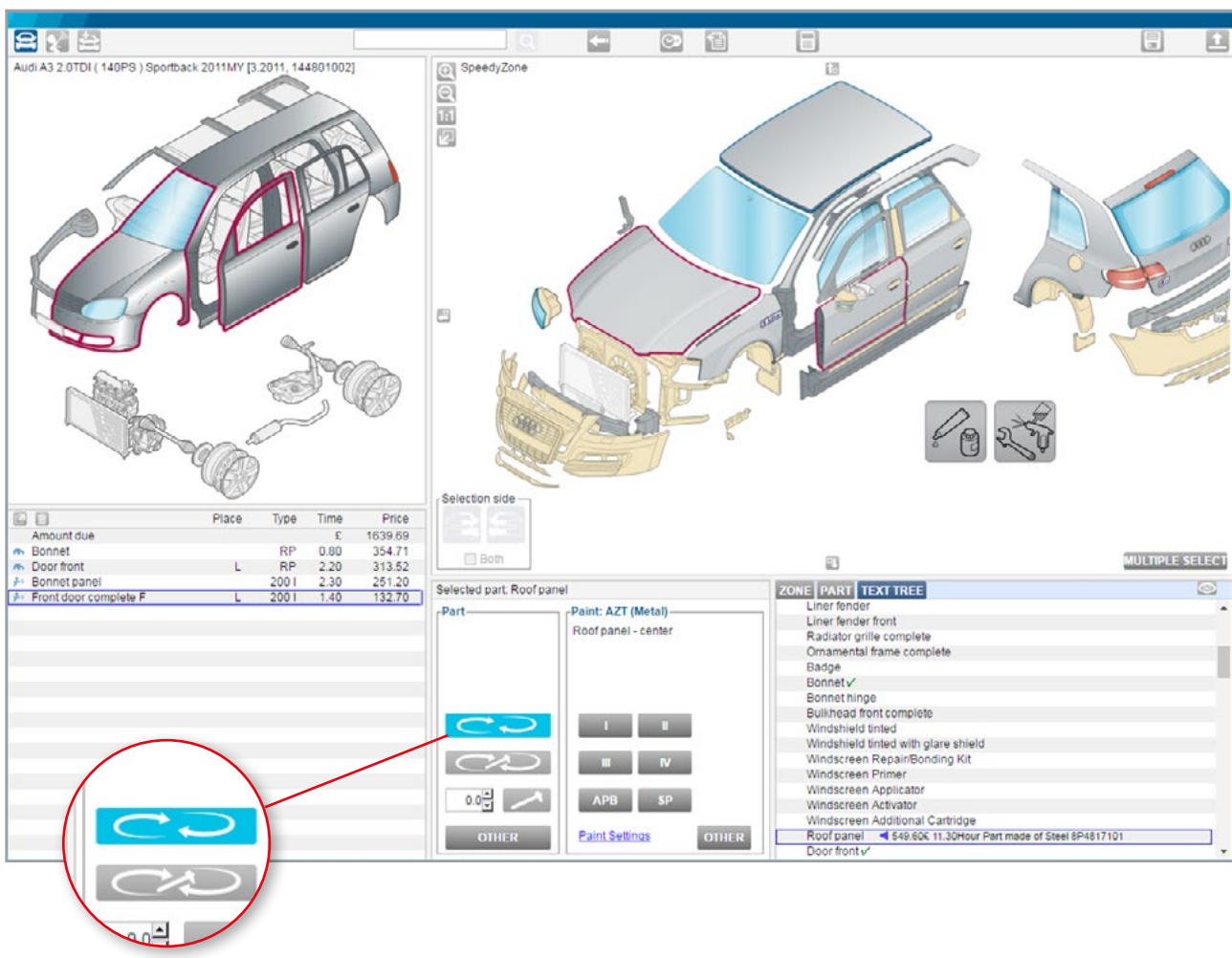


The screenshot displays the Glass's website interface. On the left, the 'Market Value Assessor' sidebar is visible with fields for 'PE11USZ', 'Enter Mileage', and 'Use Ave Mileage'. The main content area shows the 'RepairEstimate' tool for an 'Audi A3 2.0TDI (140PS) Sportback 2011MY'. The tool includes a 3D car model, a 'SpeedyZone' diagram, and a 'Selected part' table. A browser window in the foreground shows a pop-up notification: 'The following pop-ups were blocked on this page:' with three blocked URLs and options to 'Always allow pop-ups from http://gnnew.glass-net.co.uk' or 'Continue blocking pop-ups'. A red circle highlights the notification area, and a red line points to a similar notification icon in the browser's address bar.

CLICK TO NAVIGATE SECTIONS 

USING REPAIR ESTIMATE

Now you have launched Repair Estimate you can start building your estimate, select parts that you wish to replace or repair using the quick operation buttons.



Please refer to the [Repair Estimate Getting Started Guide](#) for more details on building your estimate

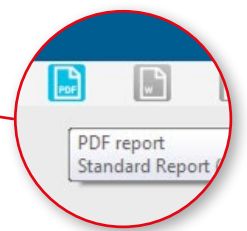
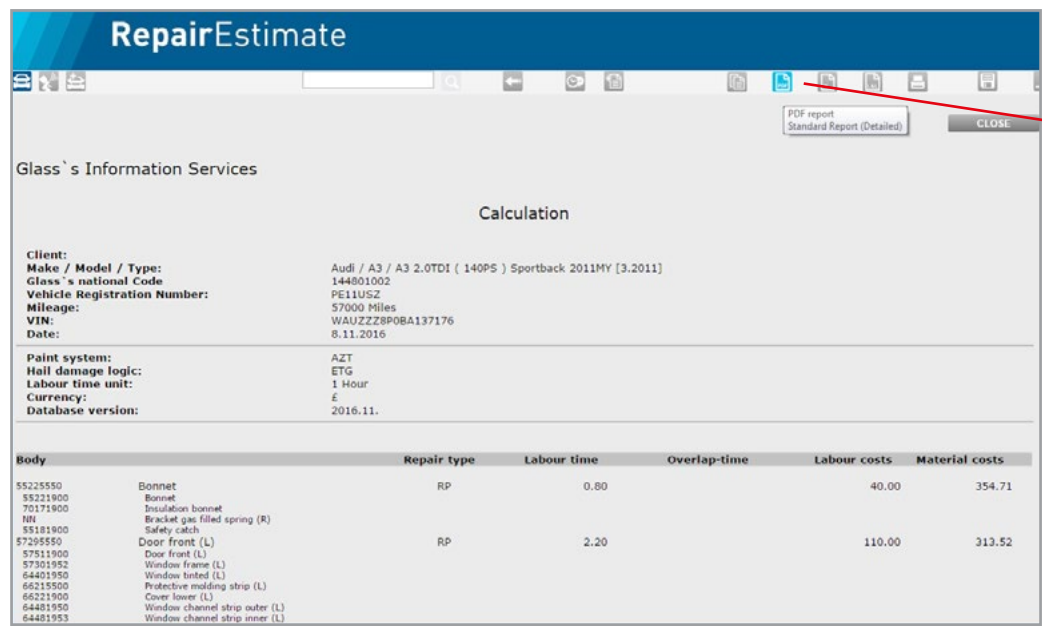
CLICK TO NAVIGATE SECTIONS 

PRINTING AND SAVING YOUR ESTIMATE

Once you have completed and calculated your estimate you will see the full calculation report.

Print or convert this to a PDF report by using the **Print** or **PDF** buttons.

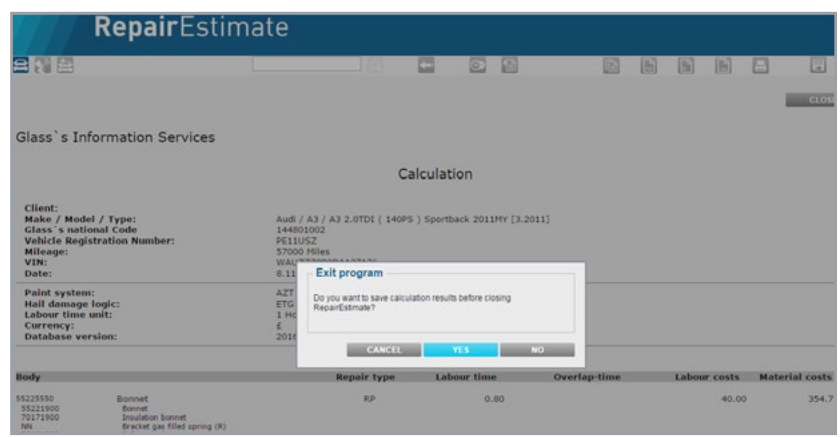
To build and print a bespoke report including Images, Customer Information and Repair Details, please see pages 7 and 8 of this guide.



Now you can save the estimate and export some information back to your vehicle case.

Click **Exit** and select **YES** when you are asked if you would like to save the calculation results.

If you do not save before closing you will lose your data!



CLICK TO NAVIGATE SECTIONS 

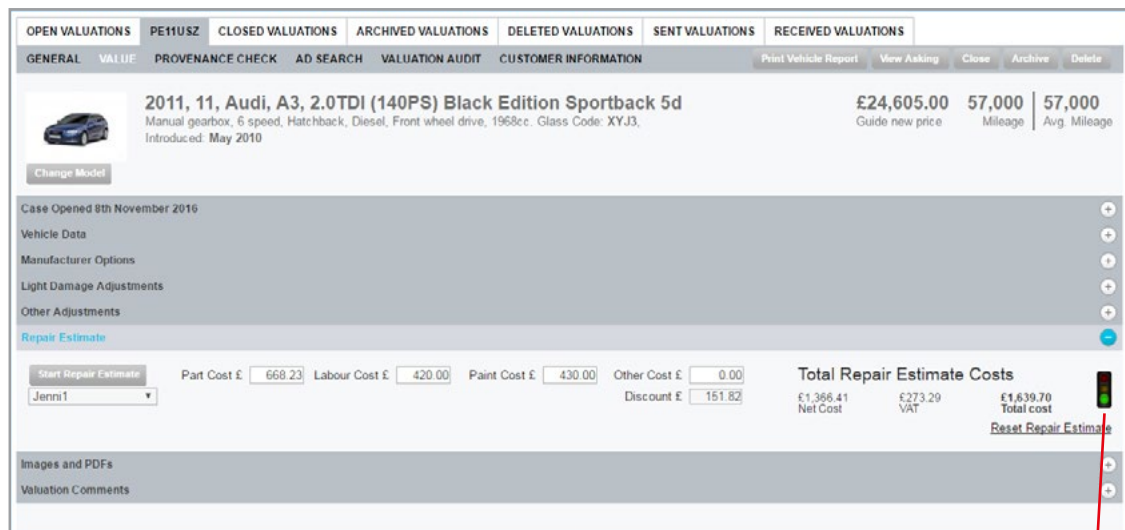
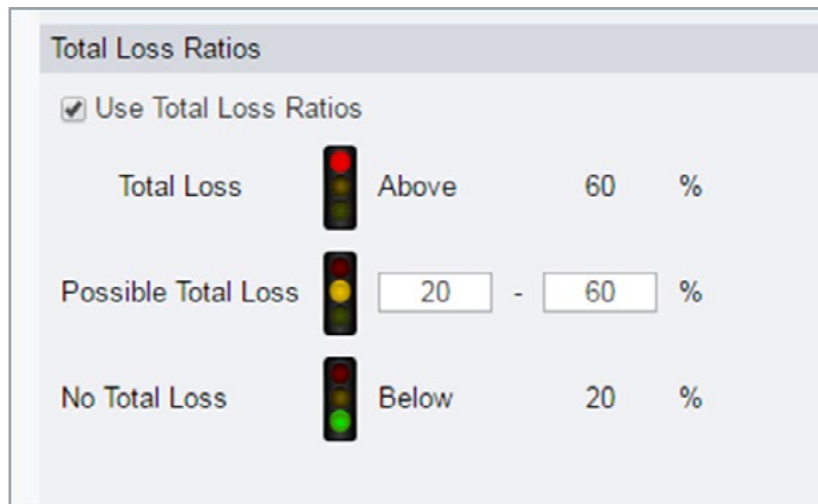
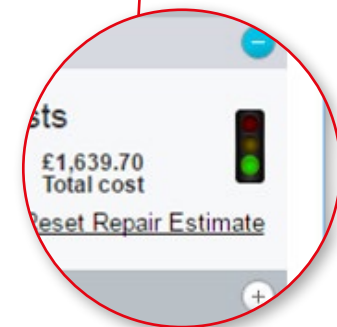
REPAIR COSTS AND TOTAL LOSS INDICATOR

Repair Estimate will now close and a pop up will advise you **Repair Estimate data transfer was successful**

The Total Repair Estimate Costs will have been exported and populated in the Repair Estimate expandable section

The **Total Loss Indicator** traffic light will be activated by the Total Repair Estimate Costs telling you immediately if your vehicle is a Total loss, Possible Total loss or Not a Total loss.

Turn on this feature and set your Total Loss Ratios in **My Account**

CLICK TO NAVIGATE SECTIONS 

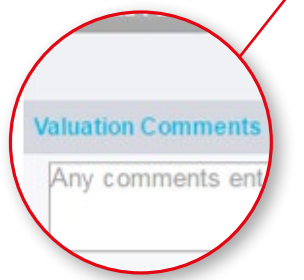
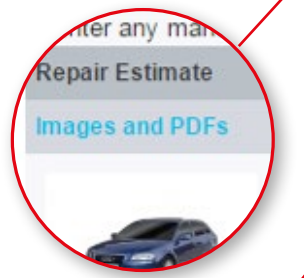
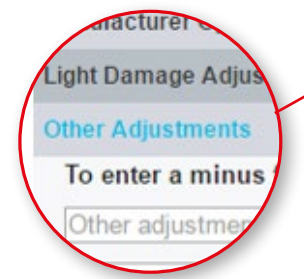
6

ADD EXTRA DETAILS TO THE VEHICLE CASE

You can now attach and annotate **Images and PDFs**, adjust the valuation for **Manufacturer Options** and **Other Adjustments** as well as adding **Valuation Comments**

Just explore the different expandable sections.

You can also add two sets of **Customer Information** details to every vehicle case by entering the details into the Customer Information section, this will be saved to the vehicle case and will be available to add to the bespoke PDF reports.



Previous Valuations Update Valuation Nov 2016 Change Valuation Month

Vehicle Data

Manufacturer Options

Light Damage Adjustments

Other Adjustments

To enter a minus figure enter a - in front of the number Include in Valuation:

Other adjustments £ Calculate

Other adjustments £


Other adjustments £

Total Other Adjustments £0.00

Enter any manual adjustments here to refine the vehicle valuation due to pre-accident damage and / or condition remembering to add valuation comments to explain the decision(s) if needed.

Repair Estimate

Images and PDFs

 2011, 11, Audi, A3, 2.0TDI (140PS) Black Edition Sportback 5d
Manual gearbox, 6 speed, Hatchback, Diesel, Front wheel drive, 1968cc.
Glass Code: XYJ3, Introduced: May 2010

Images

Upload Images If you are having problems, [click here](#) to use the Classic Uploader.

PDFs


Upload PDFs If you are having problems, [click here](#) to use the Classic Uploader

Valuation Comments

Any comments entered here will be saved with the specific valuation and will not be carried forward to any future valuations.

OPEN VALUATIONS PE11USZ CLOSED VALUATIONS ARCHIVED VALUATIONS DELETED VALUATIONS SENT VALUATIONS RECEIVED VALUATIONS

GENERAL VALUE PROVENANCE CHECK AD SEARCH VALUATION AUDIT CUSTOMER INFORMATION Print Vehicle Report Close Archive Delete

 2011, 11, Audi, A3, 2.0TDI (140PS) Black Edition Sportback 5d £24,605.00 60,000 60,000
Manual gearbox, 6 speed, Hatchback, Diesel, Front wheel drive, 1968cc. Glass Code: XYJ3. Guide new price Mileage Avg. Mileage
Nat Code: 144801002, ValuationID: 665734, Introduced: May 2010

CUSTOMER INFORMATION 1 CUSTOMER INFORMATION 2

Company Name: Address Line 1:

Title: Address Line 2:

First Name: Town:

Last Name: County:

Telephone Number: Post Code:

Mobile Number: Country:

Email Address:

VAT Registered?:

Notes:

Save

CLICK TO NAVIGATE SECTIONS 

BUILD AND PRINT A BESPOKE PDF REPORT

You can build a bespoke PDF report template and add as much or as little data and information as you like. Visit the **PDF Reports builder** in the **My Account** section.

Upload a **Logo**, Tick the values you would like displayed and add **Company Details**.

Add a **Header** and a **Footer** if required, you can tick the 'Use default header' option and this will display the vehicle Make, Model and Registration.

Add some **Report Comments** and choose if these should be left, centre or right aligned.

The screenshot shows the 'PDF Reports Copy' configuration page. Key elements highlighted with red circles include:

- Values Displayed:** A list of checkboxes for data to include in the report, such as 'Company Details', 'Report Generated By', 'Glass's Trade', 'Private Sale', 'Retail Asking', 'Date', 'Settlement Value', 'Grade (H, Av, Lo)', and 'Retail Transacted'.
- Upload custom logo:** A button to upload a custom logo for the report.
- Company Details:** A section for entering company information, including 'Company Name', 'Postcode', 'Address Line 1', 'Address Line 2', 'Phone Number', and 'Email'.
- Header:** A text input field for the report header, with a '200 Character Limit'.
- Footer:** A text input field for the report footer, with a '500 Character Limit'.
- Report Comments:** A text input field for report comments, with a '1000 Character Limit' and alignment options (Left align, Center align, Right align).
- PDF Report Field Selection:** A section with two lists: 'Available PDF Fields' (including Vehicle Data, Valuation, Tech and Spec, etc.) and 'Assigned PDF Fields'.

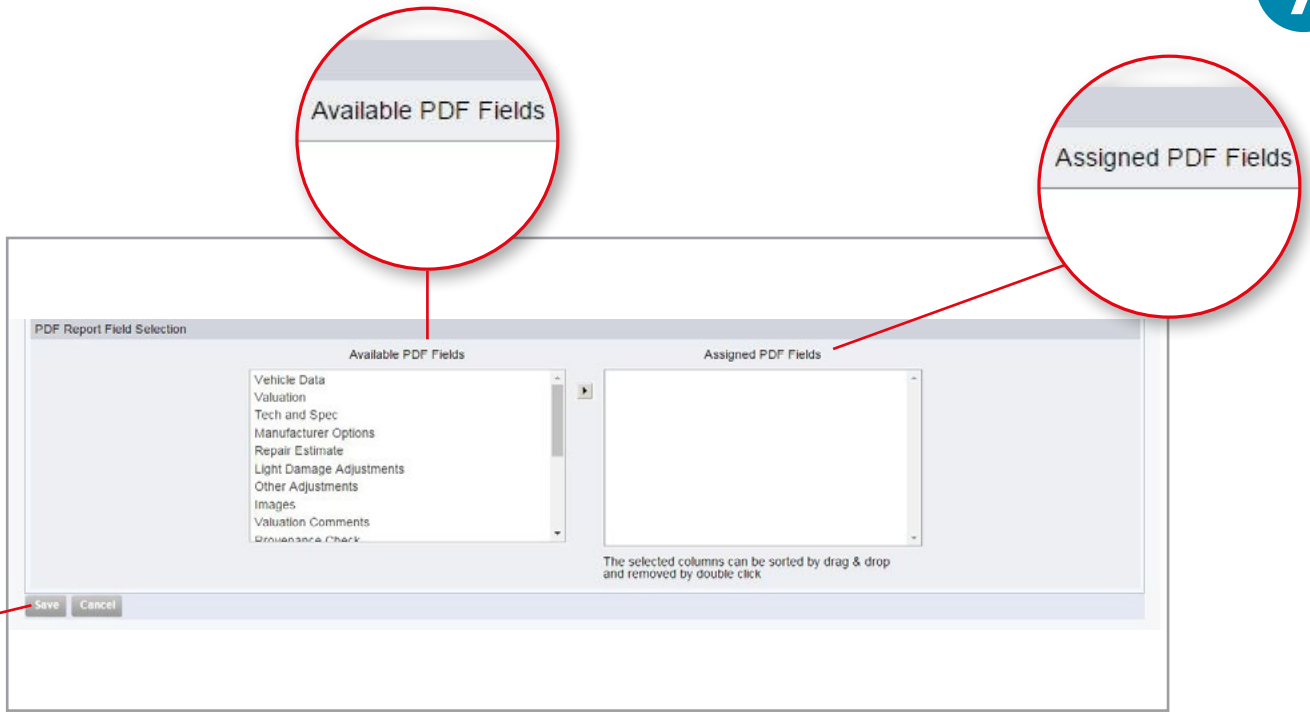
CLICK TO NAVIGATE SECTIONS 

Now you can choose the different data sections to appear on your report. Add as many or as few as you like.

Double click on any '**Available PDF Fields**' to add them to the report.

You can move these up and down by dropping and dragging in the '**Assigned PSF Fields**' box.

Make sure you save your report.



To use your PDF report template, select the vehicle in the list view or open the vehicle to **Full Vehicle Details**, then Click **Print Vehicle Report** and select your report template from the drop down.

